

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
SEPTEMBER 4, 2003**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC Board) met by teleconference on September 4, 2003, at 1:30 p.m. Eastern Time. Chair Mr. Wayne Davis, Director of the South Carolina Department of Health and Environmental Control, Office of Environmental Laboratory Certification, led the meeting. The agenda for this meeting is shown in Attachment A, new action items are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C, and a list of participants is shown in Attachment D.

WELCOME & ANNOUNCEMENTS

Ms. Autry began the meeting knowing that Mr. Davis would be a few minutes late. She began by apologizing to everyone for a major change in the agenda, but there were matters that had surfaced that were more pressing for discussion. The distributed agenda would be covered as much as possible with the revision to discuss some information in relation to A2LA. She also noted that this was the first time the entire Board would make the same call, since the Annual meeting and took the opportunity to remind Board members that the NELAC Board meeting for October will be moved up to the first week in October instead of the second.

MINUTES AND ACTION ITEMS OF THE AUGUST MEETING

Ms. Autry reminded the NELAC Board that RTI was still under a stop work due to no funding being available, which is being corrected as quickly as the system will allow. Ms. Autry will continue to take the minutes until such time RTI is able to rejoin the group in the future. After the incorporation of a few editorial comments, the August meeting minutes were approved and will be posted on the website.

A2LA DISCUSSION (FOLLOW-UP TO DR. CARTER'S [ERA] E-MAIL LETTER) - COMBINED DISCUSSION

Ms. Autry took this time to update the NELAC Board on concerns that had been raised and materials she had been reading that led to a letter she had written to Peter Unger, President of A2LA to raise these matters for a face-to-face meeting on Monday, September 8, 2003. Although this discussion took the majority of the meeting time, the subject was considered an executive matter and no further minutes were taken.

MEETING UPDATE - EPA\ NIST/NVLAP\ PT PROVIDERS CINCINNATI, OHIO - AUGUST 28, 2003

Ms. Autry attended the meeting hosted by the Office of Water (OW) in Cincinnati and provided a summary to the NELAC Board. She felt the overall dialogue was very open and useful in getting everyone's issues on the table. There was an opportunity it seemed to try to work together (i.e., OW and NELAC) more closely than in the past few years. NIST/NVLAP recognized that in order to have recognition from the NELAC community that they would need to be evaluated as a Proficiency Testing Oversight Body (PTOB)/ Proficiency Testing Provider Accreditor (PTPA), which they were interested in pursuing further.

Overall, this was a very useful two-day exchange for the future of proficiency testing within OW and NELAC, although further discussions with other membership involvement are still needed.

NEXT MEETING

The next regularly scheduled meeting of the NELAC Board is October 9, 2003, however, that was changed to Thursday, October 2, 2003, at 1:30 p.m. Eastern Time, by teleconference.

Given the need to touch base following the September 8, 2003 meeting with Peter Unger in addition to finishing the agenda, an additional meeting was scheduled for Wednesday, September 10, 2003 at 11:00 a.m. Eastern Time, by teleconference for all that could participate.

**NELAC BOARD OF DIRECTORS TELECONFERENCE AGENDA
September 4, 2003**

- 1) Welcome, Role-Call and Announcements**
- 2) Minutes of the August 14, 2003 Teleconference**
- 3) Follow-Up to Dr. Mark Carter's (ERA) E-Mail Letter**
- 4) Meeting Update --- EPA \ NIST/NVLAP \ PT Providers
Cincinnati, Ohio – August 28, 2003**
- 5) Update – NELAC Website**
- 6) Update – National Database**
- 7) Update – NELAC 9i**
- 8) Accreditation Renewals – NELAC Accrediting Authorities**
- 9) NELAC Standard vs. NELAC Standards (carried over)**
- 10) Issues Associated with the Incorporation of Standard(s) Developed by Organizations External to
the NELAC Into the NELAC Standard (carried over)**
- 11) Comments/New Issues From the Floor**
- 12) Adjourn**

Attachment B

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
SEPTEMBER 4, 2003**

Item No.	Action	Due
1	None	

Attachment C

**UNFINISHED ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
SEPTEMBER 4, 2003**

Item No.	MEETING DATE	ACTION	STATUS
20	12/2/02	Silky will explore the possibility of an OEI database that could serve the function of the NELAC database.	ASAP
1	8/14/03	Ms. Autry will initiate consideration of the role of Historian@ for the communications & outreach committee.	Ongoing
23	6/19/03	Ms. Autry will draft an approach addressing the need for both Approved@ and Effective@ EPA documents for consideration of the NELAC Board at its next meeting.	OnGoing

Note: items that were noted as Complete@ in previous minutes have been deleted from this list.

**LIST OF PARTICIPANTS
NELAC BOARD OF DIRECTORS AND CHAIRS MEETING
SEPTEMBER 4, 2003**

Name	Affiliation	Address
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